

**DEPARTMENT-APPROVED EDUCATIONAL CURRICULUM FOR NURSING ASSISTANT,  
GERIATRIC ASSISTANT OR HOME HEALTH AIDE**  
(See 22 VAC 40 72-250 C 4)

Name of Direct Care Staff: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Address of Facility: \_\_\_\_\_

\_\_\_\_\_

Phone Number of Facility: \_\_\_\_\_

Name of Facility Representative Submitting Form: \_\_\_\_\_

Title of Facility Representative: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Which curriculum did the staff person complete?

\_\_\_\_\_ Nursing assistant

\_\_\_\_\_ Geriatric assistant

\_\_\_\_\_ Home health aide

Who provided the curriculum?

\_\_\_\_\_ Hospital \_\_\_\_\_

*(Specify Name & Address)*

\_\_\_\_\_ Nursing facility \_\_\_\_\_

*(Specify Name & Address)*

\_\_\_\_\_ Educational institution \_\_\_\_\_

*(Specify Name & Address)*

What is the trainer's name, title, sponsoring entity, and qualifications? \_\_\_\_\_

\_\_\_\_\_

How many clock hours of instruction did this curriculum involve? \_\_\_\_\_

Did this curriculum include classroom and clinical instruction? \_\_\_\_\_ Yes \_\_\_\_\_ No

When did the staff person obtain this training? \_\_\_\_\_

*Date(s)*

- \_\_\_\_\_ a. Core Curriculum.
  - \_\_\_\_\_ (1) Communication and interpersonal skills;
  - \_\_\_\_\_ (2) Infection control;
  - \_\_\_\_\_ (3) Safety and emergency procedures, including the Heimlich Maneuver;
  - \_\_\_\_\_ (4) Promoting resident independence;
  - \_\_\_\_\_ (5) Respecting residents' rights.
  
- \_\_\_\_\_ b. Basic skills.
  - \_\_\_\_\_ (1) Recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor or to an authority designated by the facility;
  - \_\_\_\_\_ (2) Measuring and recording routine vital signs;
  - \_\_\_\_\_ (3) Measuring and recording height and weight;
  - \_\_\_\_\_ (4) Caring for the residents' environment;
  - \_\_\_\_\_ (5) Measuring and recording fluid and food intake and output;
  - \_\_\_\_\_ (6) Performing basic emergency measures;
  - \_\_\_\_\_ (7) Caring for resident when death is imminent.
  
- \_\_\_\_\_ c. Personal care skills.
  - \_\_\_\_\_ (1) Bathing and oral hygiene;
  - \_\_\_\_\_ (2) Grooming;
  - \_\_\_\_\_ (3) Dressing;
  - \_\_\_\_\_ (4) Toileting;
  - \_\_\_\_\_ (5) Assisting with eating and hydration including proper feeding techniques;
  - \_\_\_\_\_ (6) Caring for skin;
  - \_\_\_\_\_ (7) Transfer, positioning and turning.
  
- \_\_\_\_\_ d. Individual resident's needs including mental health and social service needs.
  - \_\_\_\_\_ (1) Identifying the psychosocial characteristics of the populations who reside in long-term care facilities;
  - \_\_\_\_\_ (2) Modifying the aide's behavior in response to behavior of residents;
  - \_\_\_\_\_ (3) Identifying developmental tasks associated with the aging process;
  - \_\_\_\_\_ (4) Providing training in and the opportunity for self care according to residents' capabilities;
  - \_\_\_\_\_ (5) Demonstrating principles of behavior management by reinforcing appropriate behavior and causing inappropriate behavior to be reduced or eliminated;
  - \_\_\_\_\_ (6) Demonstrating skills supporting age-appropriate behavior by allowing the resident to make personal choices, providing and reinforcing other behavior consistent with residents' dignity;
  - \_\_\_\_\_ (7) Utilizing resident's family or concerned others as a source of emotional support;
  - \_\_\_\_\_ (8) Responding appropriately to resident's behavior.
  
- \_\_\_\_\_ e. Care of the cognitively impaired resident.
  - \_\_\_\_\_ (1) Using techniques for addressing the unique needs and behaviors of individuals with dementia (Alzheimer's and others);
  - \_\_\_\_\_ (2) Communicating with cognitively impaired residents;
  - \_\_\_\_\_ (3) Demonstrating an understanding of the behavior of cognitively impaired residents;
  - \_\_\_\_\_ (4) Responding appropriately to the behavior of cognitively impaired residents;
  - \_\_\_\_\_ (5) Using methods to reduce the effects of cognitive impairment.
  
- \_\_\_\_\_ f. Skills for basic restorative services.
  - \_\_\_\_\_ (1) Using assistive devices in transferring, ambulation, eating and dressing;
  - \_\_\_\_\_ (2) Maintaining range of motion;

- ☐ (3) Turning and positioning, both in bed and chair;
- ☐ (4) Bowel and bladder training;
- ☐ (5) Caring for and using prosthetic and orthotic devices;
- ☐ (6) Teaching the resident in self-care according to the resident's abilities as directed by a supervisor.

☐ g. Residents' rights.

- ☐ (1) Providing privacy and maintaining confidentiality;
- ☐ (2) Promoting the resident's right to make personal choices to accommodate individual needs;
- ☐ (3) Giving assistance in resolving grievances and disputes;
- ☐ (4) Providing assistance necessary to participate in resident and family groups and other activities;
- ☐ (5) Maintaining care and security of the resident's personal possessions;
- ☐ (6) Promoting the resident's rights to be free from abuse, mistreatment and neglect and the need to report any instances of such treatment to appropriate staff as well as the need to report suspected incidents of such treatment as a mandated APS reporter as required by law;
- ☐ (7) Avoiding the need for restraints in accordance with current professional standards.

***Please attach outline of the course/curriculum. Instruction should be approximately 40 hours and cover the content areas outlined above.***

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**To Be Completed By Licensing Staff and Returned to Direct Care Staff Person at the Facility**

Name of the Direct Care Staff: \_\_\_\_\_

Name of ALF: \_\_\_\_\_

***Approval is for the educational curriculum for nursing assistant,  
geriatric assistant, or home health aide – 22 VAC 40-72 250 C 4.***

☐ Approved

☐ Not Approved

Signature

*Title*

*Date*

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***One copy of this form should be placed in the staff member's file and the staff member should have a copy of this form.***